

**Secretariat**

1 August 2006

Administrative instruction**Policy on the provision and use of official cars**

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, and for the purpose of establishing provisions and procedures on the policy on use of official cars, promulgates the following:

Section 1**Scope**

1.1 The present statement of policy regarding the provision and use of official cars applies to all established United Nations offices. The policy does not apply to separately administered funds and programmes which are responsible for establishing their own policies on the subject. It does not apply to peacekeeping operations or to technical assistance projects, for which separate policies are in effect.

1.2 The policy also does not apply to the provision and use of vehicles other than passenger cars, station wagons, minivans or sport utility vehicles, since the need for such other vehicles and the conditions of their use will be clearly dictated by circumstances at the respective duty stations.

Section 2**General policy governing the use of official cars**

2.1 The general policy governing the use of official cars is as follows:

(a) Only the Secretary-General and the Deputy Secretary-General are provided with a car for their exclusive use;

(b) At the principal United Nations locations other than New York, Geneva and Vienna, the heads of the respective offices may each be assigned a car on a full-time basis. The use of the assigned vehicle should be for official business and for transportation to and from work; when this vehicle is not required by the head of office, it should be made available for other official requirements;

(c) All other cars will be considered as part of a pool, available for all operational functions of the office concerned. Heads of offices and programmes in Geneva and Vienna may be assigned a car from the pool for official business and for transportation to and from work;



(d) Requests for exceptions to the general policy on the use of official cars based on reasons of health, security or other location-specific factors should be forwarded for consideration to the Under-Secretary-General for Management.

2.2 Once the need for an official car has been determined on the basis of section 3.1 below, its use will be restricted to the purpose which was indicated at the time the approval was given.

Section 3

Provision of cars for official use

Purchase of cars

3.1 The decision of whether to purchase a car for the use of an office will be determined by criteria related to the transportation needs of the office and the approval of budgetary resources for that purpose. In that regard, a major factor will be the availability of public transportation locally, including taxis. Circumstances tending to support the provision of official cars would include an extensive need for local travel during working hours, inadequate public transport availability, particularly between the office and the airport, the unavailability of cars for hire when required or operational needs that would require frequent use of cargo-carrying and/or multi-purpose (passenger-cargo) vehicles.

Replacement of existing vehicles

3.2 Replacement of existing undamaged vehicles used primarily in urban areas shall be considered after the vehicle has been in use for five years or driven 128,000 kilometres (80,000 miles), whichever comes first.

Section 4

Implementation

Except as provided in section 2.1 (d) above, the Assistant Secretary-General for Central Support Services at Headquarters, the Director-General of the United Nations Office at Geneva, the Director-General of the United Nations Office at Vienna, the Executive Director of the United Nations Environment Programme, the Executive Director of the United Nations Human Settlements Programme and the executive secretaries of the regional commissions for Asia and the Pacific, Latin America and the Caribbean, Africa and Western Asia are responsible for the implementation of the present instruction in respect of the use of vehicles for their respective duty stations or offices.

Section 5

Final provisions

5.1 The present policy whereby staff members may be reimbursed by the Organization for duly authorized official use of personal cars, as provided under administrative instruction ST/AI/1998/2, remains unaltered.

- 5.2 Administrative instruction ST/AI/337 is hereby abolished.
- 5.3 The present instruction shall enter into force on 1 August 2006.

(Signed) Christopher B. **Burnham**
Under-Secretary-General for Management
